

Questions and Answers: Pre-Bid Conference, MPRI Round II Fiduciary Contracts
May 30, 2006

1: Will the Michigan Department of Corrections (MDOC) require the subcontracts to be “cost-reimbursement” or “performance-based” contracts?

Answer: The MDOC will be issuing cost-reimbursement contracts to the MPRI fiduciaries. The fiduciary is responsible for choosing which type of contract to issue with subcontractors that best suits the method of service and payment delivery.

2: Does the MDOC have any “Best Practices” to contribute for service delivery expectations by the fiscal agents?

Answer: As a result of the Round I pilot site first year operations and site reviews, a list of current fiscal agent “Best Practices” is being compiled. That list will be distributed to all fiduciaries, community coordinators and Steering Teams, and the distribution date is planned to be in early August to correspond with FY 2007 Comprehensive Plan planning and implementation.

3. When will the FY07 Comprehensive Plans be due?

Answer: July 7, 2006.

4. When will the FY07 Pilot Site Fiduciaries contracts be reviewed by the DMB Ad Board for approval?

Answer: August 12, 2006

5. What is the start date for the FY07 Round II Pilot Site fiduciary contracts?

Answer: September 1, 2006

6. Can Steering Team members be involved in delivery of services?

Answer: Yes, provided the conflict of interest is not an issue, or the appearance of such.

7. Are Steering Team members involved in the subcontractor selection? If Steering Team members are also service providers, what is the expectation for review team membership?

Answer: Steering Teams are an integral part of selecting the service providers to fulfill the responsibilities of the Comprehensive Plans; however, Steering Team members who are service providers are expected to recuse themselves from any evaluation committee in which they are involved as a bidder for the service being reviewed. Steering team

members and Community Coordinators are expected to avoid even the appearance of conflict of interest in service provider selection.

8. Can a Fiscal Agent carry out service delivery?

Answer: A fiscal agent is welcome to carry out any service delivery that is part of its regular mission and purpose from another avenue of funding or resources. The MDOC prefers that MPRI service funds not be awarded by a fiscal agent to itself in the form of a subcontract to itself as the appearance of conflict of interest is excessive.

9. What is the frequency of reports?

Answer: Monthly reports are required of the Community Coordinators. Monthly invoices are required of the fiscal agents. The mid-term and year-end site reviews will result in financial and program fidelity reports being produced by representatives of the MDOC.

10. Will cash advances be available, and what is established as an appropriate level of draw?

Answer: Yes cash advances are available. No more than 1/12th of the total budget would be allowed.

11. The ITB states that the MDOC expects subcontractor program reviews to be conducted quarterly. If the fiscal agent feels the requirement to be excessive, is this negotiable?

Answer: Financial and performance reviews may be conducted twice per year or more often as the fiscal agent finds necessary. Fiscal agents may report on a biannual basis as well on schedule with the mid-term and year-end site reviews. The Contract boilerplate will be adjusted to reflect this requirement change.

12. Can funds be carried over between fiscal years?

Answer: There is no allowance for carry-over of funds. The MDOC cannot carry over MPRI funds.

13. What happens if a subcontractor performs services beyond the end of their contract period?

Answer: The subcontractor is responsible for being attentive to the contract period. The MDOC is not responsible for paying for services delivered beyond the contract period.

14. Can subcontractors be carried over fiscal years?

Answer: Yes.

15. Can the Steering Teams provide letters of support? Can the Steering Teams provide multiple letters of support?

Answer: The Steering Team can provide letters of support to multiple agencies, or a single letter if they so choose. The letter(s) should be sent to Milton Shoup, 517-241-7300, shoupjm@michigan.gov.

16. What other agencies can provide references?

Answer: A reference can be provided by any agency or individual who can attest to the bidder's ability to manage the administrative responsibilities required of a fiscal agent for an operation of the scope of the pilot sites implementation of the Michigan Prisoner ReEntry Initiative.

17. Does the MDOC expect a similar level of detail on regular reporting as the MDOC Office of Community Corrections?

Answer: The reporting requirements for MPRI are not the same as for the Office of Community Corrections; however, significant detail will be required.

18. Who are the participants of the semi-annual site reviews?

Answer: The semi-annual site review will be conducted with the participation of representatives of the MDOC Bureau of Fiscal Management, the MPRI contracts manager, MPRI Community Liaison, and the relevant pilot site staff for accounting and program delivery. Round I sites typically involved the Community Coordinator, the fiduciary's program manager, accountant, and in some cases a program fidelity manager.

19. Will the CFJ-140 (MDOC Parole Agent Referral for Services form) continue to be used for referrals?

Answer: The CFJ-140 will continue to be used as a Parole Agent's method of referring a parolee for services; however, many Round I sites have also developed specific referral mechanisms for accessing MPRI-Comprehensive Plan funding.

20. When an invoice is received by the fiscal agent, who approves and verifies the service activity for payment?

Answer: The Round I sites have typically had the Community Coordinator as the individual authorizing a subcontractor invoice. This topic will be addressed in greater detail in the Best Practices document to be distributed in August.

21. Why is there a requirement for six units of Fiscal Agent Training?

Answer: As part of MPRI, fiscal agents are more than grant administrators; they are community leaders engaged in a multi-system change initiative. MPRI is in its infancy, and fiscal agents need to have the knowledge and tools to keep pace with an implementation strategy that uses local experiences to drive statewide improvement. Attending six events with peers from around the state is one essential strategy for leveraging the local lessons learned and improving the Initiative as a whole.

22. Does the fiscal agent need to maintain a separate account for MPRI funds?

Answer: They do not need to maintain a separate checking account. However, they need to be able to account for the revenues and expenditures separately from their other accounts. The expenses cannot be commingled with other expenses not related to MPRI.

23. What is the turnaround time for invoice payment from MDOC?

Answer: The turnaround time for payment from the MDOC is approximately 14-21 days from when you send the bill.

24. Who is responsible for MPRI case management?

Answer: The parole agent should take the lead in managing cases; however, Steering Team may also choose to contract for additional case management services to assist parole officers as part of their Comprehensive Plan.

25. How have Round I pilot sites chosen to manage subcontractor changes?

Answer: Each pilot site has autonomy in regards to handling subcontracts. If the fiscal agent chooses, a subcontractor can be carried over into a new fiscal period. Appropriate subcontract duties in reporting, accounting and service delivery are ultimately the responsibility of the fiscal agent.

26. Will the fiscal agent have access to MDOC contract boilerplate if they choose to use language for their subcontracts?

Answer: The fiscal agent will have access to an electronic copy of the MDOC MPRI contract boilerplate.

27. Who is the employer of record for the Community Coordinators.

Answer: The Round I Community Coordinators have become contract employees of the fiscal agent. Potentially, the Community Coordinator could become a full employee of the fiscal agent, but this is at the discretion of the fiscal agent, the Coordinator and Steering Team co-Chairs. Regardless of employment arrangement, the Coordinator is selected and supervised by the Co-Chairs.

28. Please clarify the security check responsibilities for fiscal agents.

Answer: Security checks should be conducted on as-needed basis. Some fiscal agents have staff who participate in visits to the prisons and would be required to undergo a security check. A fiscal agent who does not have staff who will visit a secure area will likely have no need for a security check.

29. If there are additional questions, who can they be addressed to?

Answer: Milton Shoup, 517-241-7300, shoupjm@michigan.gov as a single point of contact. Questions will be distributed to the individual within the MDOC who can provide prompt and concise response.

30. Can multiple service areas be combined in a single service provider subcontract?

Answer: Yes. Nearly every Round I pilot sites had at least some subcontractors who provide multiple types of services.